



# Suntrap Forest Centre

## Safeguarding Policy

This policy applies to all staff and volunteers working at Suntrap. The protection of children and vulnerable adults is the responsibility of every member of staff or volunteer.

Designated safeguarding lead; Kerry Rolison, Head of Suntrap

Deputy safeguarding lead; Emma Lewis, Senior Tutor

There are four main elements to our safeguarding policy:

**Prevention** (e.g. safer recruitment procedures, induction for staff & volunteers, supportive safe centre culture);

**Protection** (by following procedures, ensuring all staff & volunteers are trained and supported to respond appropriately and sensitively to safeguarding concerns);

**Support** (for all children, vulnerable adults and staff, and where appropriate specific intervention for those who may be at risk of harm);

**Working with schools and other partners** (to ensure appropriate communications and actions are undertaken).

### 1. Prevention

#### 1.1 Safer Recruitment

All staff involved in the recruitment of staff or volunteers to work with children or vulnerable adults need to complete the [Waltham Forest e-learning module on safer recruitment](#).

The safer recruitment process includes;

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification includes specific reference to suitability to work with children
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post
- verifying the successful applicant's identity
- verifying that the successful applicant has the academic or vocational qualifications claimed
- checking his or her previous employment history and experience
- verifying that s/he has the health and physical capacity for the job
- the mandatory [Disclosure Barring Service](#) checks
- an ongoing culture of vigilance within Suntrap.



## 1.2 Induction

The induction of all newly appointed staff and volunteers should include an introduction to this safeguarding policy and procedures. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities.

New staff members and volunteers should be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected.

They should also be made aware Waltham Forest's [personnel procedures relating to disciplinary issues and whistle blowing policy](#).

## 2. **Protection**

Suntrap staff and volunteers are well placed to observe the outward signs of abuse. The Head of Centre will therefore:

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection. (Head of Suntrap)
- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know that there are adults on site whom they can approach if they are worried.



## 2.2 Training

All staff and volunteers will undergo safeguarding training on induction and then a refresher course every 3 years.

## 3. **Support**

### 3.1 Appropriate specific intervention

If Suntrap staff or volunteers have any knowledge of, or a suspicion that a child or vulnerable adult is or has been suffering harm, or is at risk of harm, this must be reported immediately to the designated safeguarding lead (DSL); (Kerry Rolison, Head of Suntrap) or deputy safeguarding lead (DDSL) (Emma Lewis, Senior Tutor).

The DSL/DDSL will discuss the matter with the member of staff or volunteer reporting and where necessary obtain further details.

Records should be made of the information received and stored securely.

The DSL/DDSL will contact the Waltham Forest Multi Agency Safeguarding Hub (MASH) team; Telephone: 020 8496 2310 (Monday - Thursday 9am - 5.15pm, Friday 9am - 5pm) or 020 8496 3000 (out of hours). [MASHrequests@walthamforest.gov.uk](mailto:MASHrequests@walthamforest.gov.uk)

## [MASH guidelines.](#)

Advice on when to contact parents, school or other interested parties will be taken after initial discussions with The MASH team. Confidentiality should be maintained, and information should be handled on a need to know basis, this may include), parents, visiting staff, visiting schools DSL.

### 3.2 Allegation involving a member of staff or volunteer

The Local Authority Designated Officer (LADO) must be contacted in respect of all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed a child; possibly committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The role of the LADO is set out in the [London Child Protection Procedures](#) and in [Working Together to Safeguarding Children 2015](#). The LADO manages allegations against those who work with children in any role; this includes people who are in unpaid and voluntary roles.

The LADO is available to discuss, provide advice and consultation on any concerns about a person who works with children and assist in making decisions on whether a LADO referral is required.

Contact Rongful Begum 020 8496 2348/ 07973 988 124  
Alt No: 020 8496 1227  
Email: [Rongful.Begum@walthamforest.gov.uk](mailto:Rongful.Begum@walthamforest.gov.uk)

## 4. Working with schools and other partners

The Head of Centre will;

- Develop effective links with relevant schools, youth groups and other agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Ensure that the centre and its staff and volunteers support schools' or youth groups' behaviour policies, aimed at supporting vulnerable children and adults.
- The centre will ensure that children and vulnerable adults know that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

